

## ANURAG SACHDEVA

Strategic Leader in Administration, Operations, and Executive Support

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### PROFILE SUMMARY

Strategic Operations & Administration Leader with over 22 years of experience across Fortune 500 companies and green energy startups, delivering enterprise-wide impact in Administration, Facilities, Procurement, Real Estate, and Compliance. Adept at supporting CXO-level decision-making, driving operational governance, and leading cross-functional initiatives that enhance organisational efficiency, compliance, and resilience. Known for a solutions-driven leadership style and awarded for excellence in building high-performance systems aligned with sustainability and statutory mandates.

### CORE COMPETENCIES

- Strategic Planning & Executive Operations
- Cross-Functional Leadership & Stakeholder Engagement
- Procurement & Contract Governance
- Risk Management & Legal Compliance
- Budgeting & Cost Control (Capex & Opex)
- Facilities & Infrastructure Strategy
- Corporate Real Estate & Transition Management
- Statutory Compliance & Audit Preparedness
- Business Continuity & Governance Frameworks
- ESG Alignment & Sustainability Compliance
- Team Leadership & Culture Building

### ACHIEVEMENTS

- Facility Management: Reduced costs by 35% and improved process efficiency by 25% through strategic vendor management and resource allocation.
- Travel & Fleet: Cut cab and travel expenses by up to 30% via route optimisation and contract renegotiation.
- Cafeteria & Security: Adopted an aggregator model and restructured contracts to enhance efficiency by 25% and lower costs by 30%.
- Procurement: Achieved 95% compliance in vendor SLAs and aligned procurement with operational KPIs, reducing procurement errors.
- Real Estate: Delivered 25% cost savings in new projects through space optimisation and timeline adherence.
- Compliance: Maintained 100% audit clearance across roles with robust documentation and regulatory adherence.
- EHS & Safety Compliance: Led safety and emergency preparedness initiatives, ensuring zero incidents and full EHS compliance across all facilities.

## PROFESSIONAL EXPERIENCE

- **Reso Power Private Limited** – Bangalore- General Manager – Admin & Support Functions | Feb 2022 – Jan 2025
- **Lamba Autoelectric Pvt. Ltd.** – New Delhi-Senior Manager – Administration & Real Estate | Jul 2021 – Jan 2022
- **Cushman & Wakefield** – Bangalore-Facility Manager | Aug 2017 – Jul 2020
- **India Infoline Ltd** – New Delhi-AOO @ AVP Grade – Admin, Facilities & CRE | Sep 2015 – Apr 2016
- **Ameriprise India LLP (Ex-American Express)** – New Delhi-Team Lead – Admin & Facilities | Nov 2006 – Aug 2015
- **IPMSL – New Delhi-Building Executive** | Feb 2003 – Mar 2005
- **Honda R&D (Honda Motors Japan)** – New Delhi- Senior Supervisor – Admin | May 2001 – Feb 2003

## EDUCATION

- MBA (Projects) – Sikkim Manipal University, 2017
- BA – Delhi University, 1996

## AWARDS AND RECOGNITION

- Excellence in Facility Management, FM Globalnet (2024)
- Committed Employee of the Year, Reso Power Pvt Ltd (2022)
- STAR of the Month (Oct 2010), Ameriprise Financial
- Tier 1 Award – Safety & Security (2007)
- Commendable Internal Customer Service Trophy (2005)
- Ammy E Reward Certificate for 'Never Say No Attitude' and Event Success

## PERSONAL DETAILS

- Date of Birth: 23rd September, 1974
- Languages: English, Hindi
- Location Preference: Delhi NCR